



## DEPARTMENT OF PLANNING

### MEDICAL MARIJUANA ESTABLISHMENT SPECIAL USE PERMIT SUBMITTAL REQUIREMENTS

- ☐ **PRE-APPLICATION CONFERENCE:** A pre-application conference with a representative from the Department of Planning is required before submitting an application. It is the responsibility of the applicant to schedule the pre-application conference by submitting a completed Pre-Application Conference please apply online at the following link <http://www.lasvegasnevada.gov/faces/home/planning/clveplan-electronic-pre-application-conference-request-system-jan-2014> to submit a request for a pre-application conference.
- ☐ **PRE-APPLICATION SUBMITTAL CHECKLIST:** A Submittal Checklist with an original signature by the planner conducting the Pre-Application Conference is required.
- ☐ **APPLICATION/PETITION FORM:** A completed Application/Petition Form is required. The application shall be signed, notarized and acknowledged by the owner of record of each parcel of property. Non-Property Owner: An application is sufficient if it is signed and acknowledged by a lessee, a contract purchaser or an optionee of the property for which the Special Use Permit is sought. However, interest in that property must exist in a written agreement with the owner of record, attached to which is a copy of the Special Use Permit application and in which the owner of record has authorized the lessee, contract purchaser or optionee to sign the application. The agreement must further stipulate that the owner of record consents to the filing and processing of the application and agrees to be bound by the requested Special Use Permit.
- ☐ **DEED & LEGAL DESCRIPTION:** In order to verify ownership, a copy of the recorded deed(s) for the subject property(ies), including exhibits and attachments, is required. The deed and all attachments must be legible. In most cases, the legal description on the deed is sufficient.
- ☐ **JUSTIFICATION LETTER:** A detailed letter that explains the request, the intended use of the property, hours of operation, and how the project meets/supports existing City policies and regulations is required. The letter must also include a disclosure notification of any additional medical marijuana establishment application submittals and where and what type they are, if any.
- ☐ **PROJECT OF REGIONAL SIGNIFICANCE:** If a subject site is located within 500 feet of another jurisdiction (Clark County or the City of North Las Vegas) an Environmental Impact Assessment Statement will be required. A copy of the required form can be found at <http://www.lasvegasnevada.gov/files/DINA-PRS.docx>.
- ☐ **SEPARATION DISTANCE SURVEY:** A certified copy of a survey sealed by a State of Nevada registered surveyor documenting compliance of the proposed site with to all state distance requirements and the requirements of Title 19. The survey shall be a professional drawing 11x17 in size.
- ☐ **FEES:** Public Hearing ..... \$500 plus \$750 for notification and advertising costs  
plus \$30 for recording of Notice of Zoning Action (\$1,280 Total)
- ☐ **ALL PLANS SUBMITTED MUST BE 11x17 IN SIZE.**  
**SITE PLAN:** (6 folded and 1 rolled, colored)\* Draw to scale and make legible: the entire subject parcel(s), all proposed and existing structures, utility easements and locations, signage, and adjacent streets. **Colors to Use:** residential buildings-YELLOW; multi-family buildings-ORANGE; commercial buildings-PINK; landscaping-GREEN; pavement-GRAY; industrial building-PURPLE; public building-BLUE. Site Plans must include:
- |  |   |  |
|--|---|--|
| <input type="checkbox"/> PROPERTY LINES CALLED OUT | <input type="checkbox"/> ADJACENT LAND USES/STREETS | <input type="checkbox"/> PARKING ANALYSIS        |
| <input type="checkbox"/> DIMENSIONS (ACTUAL)/SCALE | <input type="checkbox"/> INGRESS/EGRESS             | <input type="checkbox"/> BUILDING SIZE (SQ. FT.) |
| <input type="checkbox"/> STREET NAMES              | <input type="checkbox"/> VICINITY MAP               | <input type="checkbox"/> PROPERTY SIZE (SQ. FT.) |
| <input type="checkbox"/> PARKING SPACES            | <input type="checkbox"/> NORTH ARROW                | <input type="checkbox"/> SCALE                   |
- ☐ **BUILDING ELEVATIONS:** (1 folded and 1 rolled, colored) Draw and make legible: all sides of all buildings on site. Indicate proposed or existing wall/window sign locations with dimensions. **Photographs may be submitted for existing buildings only when no outside changes are proposed.** Building Elevations must include:
- |   |   |   |
|---|---|---|
| <input type="checkbox"/> DIRECTION OF ELEVATION | <input type="checkbox"/> BUILDING MATERIALS & COLORS CALLED OUT | <input type="checkbox"/> ELEVATION DIMENSIONS/SCALE |
|---|---|---|
- ☐ **SIGN ELEVATIONS:** (1 folded and 1 rolled, colored) Draw and make legible: all elevations of each proposed or existing sign on the site. Elevations must include:
- |   |   |   |
|---|---|---|
| <input type="checkbox"/> DIRECTION OF ELEVATION | <input type="checkbox"/> BUILDING MATERIALS & COLORS CALLED OUT | <input type="checkbox"/> ELEVATION DIMENSIONS/SCALE |
|---|---|---|
- ☐ **FLOOR PLAN:** (1 folded and 1 rolled) Draw and make legible: all rooms and/or spaces contained within the building(s) on the site. Floor Plans must include:
- |  |   |  |
|--|---|--|
| <input type="checkbox"/> ENTRANCES/EXITS | <input type="checkbox"/> MAXIMUM OCCUPANCY (PER U.B.C.)     | <input type="checkbox"/> ROOM DIMENSIONS/SCALE |
| <input type="checkbox"/> USE OF ROOMS    | <input type="checkbox"/> SEATING CAPACITY (WHEN APPLICABLE) | <input type="checkbox"/> NORTH ARROW           |
- ☐ **LASER PRINT:** A reduced, black & white 8.5x11 (high resolution) copy of **above** required plans and drawings is required.
- ☐ **STATEMENT OF FINANCIAL INTEREST:** A completed Statement of Financial Interest is required for both the property owner and applicant.